



Sign Permit Application

Note: Applications cannot be processed without Business License number & approval from property owner.

Date: _____ **Project Name:** _____

Job Address: _____ **Suite:** _____ **Zip Code:** _____

Business Name: _____ **Business License:** _____

Business Owner: _____ **E-mail:** _____

Phone: _____ **Fax:** _____

Address: _____

Contractor Name: _____ **ROC Number:** _____ **Scottsdale License:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Address: _____

Single Tenant Building? ☐ Yes ☐ No **Name of Building/Complex:** _____

Number of Stories: _____ **Front Footage of Business (Bldg):** _____

Sign Specifications:

	Sq Ft	Location*	Use	Lighting
Sign 1				
Sign 2				
Sign 3				
Sign 4				

*Building elevation (N, E, S, W) where sign to be installed or Freestanding location.

Associated Case(s) / Permit(s): ☐ Development Review: _____ ☐ Encroachment Permit: _____
☐ Board of Adjustment: _____ ☐ Electrical Permit: _____

Sign Permit Submittal Requirements: *Submit 2 copies of each drawing; no plans exceeding 24" x 36" will be accepted.*

1. Site Plan
2. Building Elevations (for freestanding signs, include elevations showing relationship to surrounding buildings/landscaping)
3. Sign Specifications: text, lighting, font style/size, materials

Applicant Name (please print)

Applicant Signature

Date

Official Use Only:

Request: ☐ Approved ☐ Denied **Permit Number(s):** _____ **Staff Initials:** _____

Fees: _____ + _____ + _____ + _____ + _____ = _____
Sign 1 Sign 2 Sign 3 Sign 4 Base Fee Total

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088



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Submittal Checklist

A. Freestanding Sign Location:

- _____ 1. Provide distance from leading edge of sign to back of curb.
- _____ 2. Provide distance from the centerline of road to the leading edge of sign.
- _____ 3. Provide distance from any driveway to the sign.
- _____ 4. Indicate any utilities near sign.
- _____ 5. Provide sign height from adjacent street grade.
- _____ 6. Indicate sight distance triangle if located at street intersection or driveway intersection
(see DS&PM chapter 5, Section 5-3.118 & Appendix 5-3A or 5-3B – www.scottsdaleaz.gov/design/dspm)

B. Wall Sign Location:

- _____ 1. Provide front footage of business parallel to street or primary entrance.
- _____ 2. Provide elevation view indicating sign location.
- _____ 3. Provide dimension of sign from top of roof, side of building, and from any facade elements (windows, doors, awnings, etc.,)
- _____ 4. Provide height of sign from grade.
- _____ 5. Provide height of building.

C. Sign Face:

- _____ 1. Show height and length of sign structure (Individual letters to be enclosed within the smallest regular geometric figure)
- _____ 2. Show height and length of all wording, horizontal spacing and insignia.
- _____ 3. Show color and materials of sign structure.
- _____ 4. Sign must predominantly display business name as it appears on city of Scottsdale Business License. *Business License required for processing of application.*
- _____ 5. Leading letter height must be uniform in the business name.
- _____ 6. Modifiers, words describing products or services, not to exceed 50% of height of business name.
Two (2) modifiers allowed per business identification sign.
- _____ 7. Logo size cannot exceed 25% of the business name.
- _____ 8. Show color and texture of background material of sign.

D. Miscellaneous:

- _____ 1. **Provide letter of authorization from property owner.** *Required for processing of application.*
- _____ 2. For multi-tenant complex, consult Master Sign Plan for type, color, and style regulations.
- _____ 3. On buildings over one story, indicate floors on elevation plan.
- _____ 4. Provide a site plan.
- _____ 5. Provide a floor plan for tenant space within a multiple tenant building.
- _____ 6. Provide installation detail/section drawing of sign.

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